



**Terms of Reference for
UN Secretary-General's
Haiti Cholera Response Multi-Partner Trust Fund
(UN Haiti Cholera Response MPTF)**

I. UN Secretary-General's Haiti Cholera Response Multi-Partner Trust Fund

BACKGROUND

1. Since the beginning of the Haiti cholera outbreak in 2010, an estimated 820,000 people have been affected and 9,792 people are suspected to have died. This has severely impacted families and communities and highlighted the need for improving to water, sanitation and health infrastructure in the country.
2. Concerted national and international efforts since 2010 have resulted in a sustained elimination of transition of cholera in Haiti for over 2 years. Since Feb 2019, no laboratory confirmed cases of cholera have been identified in Haiti (as of March 2021). The country's water and sanitation infrastructure, however, remains underdeveloped, resulting in continued vulnerability of the population to the disease.
3. Cholera outbreak management is complex, requires extensive preparation and calls for several elements to be in place at the same time: people to be mobilized with information and basic requirements for prevention; surveillance for suspected cases; notification; a rapid coordinated response; and a complementary, preventive vaccination campaign.
4. The impact of cholera must also be tackled by providing support for those most affected by cholera, and helping communities and families get back on their feet, ease their plight and better their lives.

PROGRAMMATIC FRAMEWORK

5. To address this critical situation, the Secretary-General announced a new approach in August 2016, which includes the following strategic objectives:
 - a. **Track 1:**
 - a.Track 1a: intensifying immediate efforts to cut transmission of cholera and improve access to care and treatment; and,
 - b.Track 1b: addressing the longer-term issues of water, sanitation and health systems.
 - b. **Track 2:** development of a package of material assistance and support for those most affected by cholera.
6. While many actors on the ground have been working on Cholera Response, the lack of sustained and adequate funds has been an obstacle. To generate and manage resources for the implementation of the new approach to Cholera in Haiti, the UN Secretary-General in collaboration with UN Agencies, Funds and Programmes (UN AFP) launched the **UN Haiti Cholera Response Multi-Partner Trust Fund** (hereafter referred to as the UN Haiti Cholera Response MPTF). The UN Haiti Cholera Response MPTF provides the framework to support the UN's new approach to cholera in Haiti; it's most immediate purpose is to provide support for funds for the immediate response to cholera (Track 1a).
7. The Fund was established in October 2016 and has been operational for 4.5 years. This revised TOR reflect the new governance structure and updated in March 2021, following the end of the mandate of the Special Envoy for Haiti.

8. The aim of the **UN Haiti Cholera Response MPTF**, an inter-agency pooled funding mechanism, is to rapidly resource UN system, Government and NGO community responses to the Cholera outbreak in Haiti, in accordance with the new strategic approach. The Cholera Response MPTF is co-led by the Resident Coordinator/Humanitarian Coordinator in Haiti and the Director of the Sustainable Development Unit of the Executive Office of the Secretary General.
9. The UN Haiti Cholera Response MPTF aims to give the Resident Coordinator/Humanitarian Coordinator in Haiti and the Director of the Sustainable Development Unit of the Executive Office of the Secretary General (both will Co-Chairs of the Advisory Committee), in consultation with the Advisory Committee, the ability to allocate funds to priority needs in line with the new approach, encourage predictable donor contributions for each element of the new approach, and allow rapid response to unforeseen needs. It ensures coherent contributions through a common financing mechanism, building on specific UN Agencies, Funds, and Programmes (UN AFP) mandates, existing procedures, partnerships, and comparative advantages, as well as enables the collective support of donors, private sector and individuals in support of the UN's new approach.
10. Operational procedures of the MPTF are streamlined to facilitate rapid, transparent, and effective fund allocation processes.
11. The UN Haiti Cholera Response MPTF ensures:
 - i. A coherent UN System contribution to the overall response through a common financing mechanism, building on specific UN AFP mandates and procedures;
 - ii. Support to the Government of Haiti's prioritized cholera elimination plan
 - iii. Addresses the impact of cholera through assistance to most affected communities;
 - iv. Coordinated, and rapid action;
 - v. Mobilization of funding from Member States, regional bodies, inter-governmental organizations, private sector partners, philanthropic organizations, and individuals, and establishment of an accountable, transparent and cost-effective financial instrument; and
 - vi. Support for the UN's efforts in establishing a platform that facilitates the work of other partners and stakeholders in the fulfillment of the inter-agency actions.

Scope and Governance Structure of the UN Haiti Cholera Response MPTF

12. The scope of the UN Haiti Cholera Response MPTF is to support the new approach, as described in Table 1, which may be amended from time to time.

Figure 1:

NEW UN SYSTEM APPROACH ON CHOLERA IN HAITI
TRACK 1a: Intensifying efforts to cut transmission of cholera and improve access to care and treatment
Axis 1: Preventing and Cutting Transmission in Communities
<p><i>Objective 1.1: Increase the number of trained rapid response teams</i> The number of rapid response teams must be scaled up so that people suspected of having cholera are reached and stabilized (with appropriate community protection) ideally within 24 hours of showing of symptoms and certainly within 48 hours. Teams will need to be properly resourced and trained.</p> <p><i>Objective 1.2: Rapid identification and treatment of cases</i> Improved and resourced incident management systems will speedily identify and treat cases. This will entail identifying incident managers, effective operational procedures for the deployment and functioning of rapid response teams, appropriate performance management, mapping the capacity of who has capacity to do what in which locations, and robust coordination mechanisms. Support for the incident management function would be an expansion of the existing coordination work undertaken by UNICEF, with technical contribution from PAHO/WHO.</p> <p><i>Objective 1.3: Immediate actions to cut transmission</i> Distribution of chlorine to households and protection of community water sources. Efforts will be made to ensure local production of chlorine.</p> <p><i>Objective 1.4: Revitalize public information campaign to better reach the public and achieve hygiene behaviour changes.</i> Reduction in the risk of disease through nationwide public information campaign on water-borne disease, hand-washing and food hygiene, cholera response and procedures for rapid response.</p>
Axis 2 Improve health and reduce mortality
<p><i>Objective 2.1: Preventive care: Support for a wider cholera vaccination campaign together with water and sanitation interventions, with an emphasis on household water treatment.</i> The large-scale vaccination campaign is planned to start in two departments (Centre and Artibonite). The plan is to first provide to the target population the two doses of vaccine, supported by WASH interventions. Vaccination is an important part of the cholera response and prevention, and needs to be matched with accompanying water and sanitation interventions, such as chlorination of water, to ensure the best efficacy. An evaluation of the results of vaccination and chlorination activities in the Centre department will lay the groundwork for the rollout of a national campaign. At a global level, WHO is leading interventions to ensure an expanded production and supply of cholera vaccines.</p> <p><i>Objective 2.2: Curative care: Strengthen national human resource capacity in acute diarrhea treatment centers, and ensure the integration of cholera treatment (into the health system).</i> Implementation of targeted water and sanitation action plans for 8 urban areas considered as persistent cholera hotspots which consistently amplify the disease transmission.</p>

Axis 3 Coordination and operational support
The establishment of a national cholera coordination cell has been agreed by the Ministry of Health, PAHO/WHO and UNICEF to clarify procedures for decision making and resource management and to implement them. The High Level Committee for the Elimination of Cholera, co-chaired by the Government of Haiti and the UN, coordinates the overall response, including identification of gaps, ensuring links between community and central levels, and ensures better inter-ministerial coordination on the cholera response. UNICEF and PAHO/WHO are leading on operational support for the cholera response on the ground under the leadership of the Humanitarian Coordinator, and within the context of the incident management system at central and departmental level, and should continue to support coordination of rapid response teams and emergency WASH work.
TRACK 1b: Addressing the medium/longer term issues of water, sanitation and health systems
<p>The long-term solution for preventing cholera and other water-borne diseases is investing now in stable, long-term access to clean water and decent sanitation.</p> <p>Haiti has the lowest rate of access to water and sanitation in the Western Hemisphere. Only a quarter of the Haitian population has access to decent toilets, only half the population has access to safe water. The outbreak of cholera in 2010 and subsequent impact on the population has shown the vulnerability of Haiti's existing water, sanitation and health infrastructure. The Government National Plan for Cholera Elimination (2012-2022) addresses the longer term issue of ensuring access to clean water and proper sanitation. Track 1B activities are aimed at tackling, in a sustainable and long-term manner, the issue of water, sanitation and health which represents not only the long term solution to the elimination of cholera, but is also in full aligned with the Sustainable Development Goals. The United Nations is working with key partners such as the World Bank, the IDB and others to ensure that Haiti meets the Sustainable Development Goals.</p> <p><i>Objective 2.3: Implement national sanitation campaign</i></p> <p>The national sanitation campaign was launched in 2014 and aims to reduce open defecation as well as increase access to clean water. The campaign supports local communities in addressing access to water, rehabilitating water systems and ensuring chlorination to combat contamination. Communities are supported to build toilets and eliminate open defecation.</p>
TRACK 2: providing material support for those most affected by cholera
The support to those most affected must go beyond addressing the cholera outbreak, but also needs to include a proposal for a package of material assistance and support to those most affected by the disease. The details of the package of assistance will be included after a period of local consultation.

13. In addition, the Fund supports other interventions, including those addressing the risk and treatment of cholera and other communicable diseases caused by the consequences of natural disasters, or global pandemics and epidemics, which has proven to be recurrent threat in the country.
14. The Fund can also receive contributions for the global strategic engagement in support of the new approach to Cholera in Haiti and organizational learning. Work in this regard takes place within the context of a dedicated global window for this purpose.

Governance Structure

Advisory Committee

15. The objective of the UN Haiti Cholera Response Fund is to support the timely allocation and disbursement of donor resources to the most critical needs under the direction of the Co-Chairs of the Advisory Committee, in consultation with the Advisory Committee.
16. The Advisory Committee provides guidance to the Co-Chairs in the management of the UN Haiti Cholera Response Fund. The Advisory Committee also serves as a forum for discussing strategic issues and sharing information on funding coverage. The responsibilities of the Trust Fund Advisory Committee include:
 - a. Guidance to the Co-Chairs on the oversight and strategic direction of the Fund and mobilization of its resources in accordance with the TOR;
 - b. Advising the Co-Chairs on project proposals, after technical review undertaken by the Trust Fund Secretariat and making recommendations on funding decisions.
 - c. Receipt and review of the periodic and annual progress narrative and financial reports prepared by the Trust Fund Secretariat and the Administrative Agent.
17. The Advisory Committee consists of the following members: the Resident Coordinator/Humanitarian Coordinator in Haiti (as Co-Chair), the Director of the Sustainable Development Unit of the Executive Office of the Secretary General (as Co-Chair), UNICEF, PAHO/WHO, UNDP, UNOPS and other UNCT members as appropriate, and major donors to the fund. The Government of Haiti, represented at the level of the Permanent Representative to the UN in NY, has observer status. The MPTF Office serves as ex-officio member of the Advisory Committee.
18. The Co-Chairs in consultation with the Advisory Committee articulate the funding priorities, and request, review and approve proposal submissions by Recipient UN Organizations. The Advisory Committee ensures that the nature of the requests meet the established funding priorities and that their scope conforms to the needs.
19. The Advisory Committee meets anytime it should be required to do so, upon invitation from the Co-Chairs. The Advisory Committee can meet physically, or via video or teleconference.
20. The Co-Chairs, in consultation with the Advisory Committee, may opt to circulate and approve proposals electronically on a “no-objection” basis.
21. The Co-Chairs, in consultation with the Advisory Committee, supported by the Fund Secretariat and Administrative Agent, may develop and adopt the Fund Operational Manual, which will include all relevant templates.

Fund Secretariat

22. The Co-Chairs of the Advisory Committee are supported by a small Fund secretariat hosted in the Office of the UN Secretary-General’s Special Envoy for Haiti. The secretariat may also be hosted in the Office of the Resident Coordinator Humanitarian Coordinator in Haiti. The Fund Secretariat provides administrative support to the Co-Chairs of the

Advisory Committee; supports the fund mobilization efforts led by the Co-Chairs; organizes calls for proposals (when applicable); and monitors and reports on the Fund's programmatic and operational performance to the Advisory Committee. The costs of the Fund Secretariat are kept to a minimum and are covered by the UN Haiti Cholera Response MPTF as direct costs, with budgets submitted to the Co-Chairs, in consultation with the Advisory Committee, for approval.

Recipient UN Organizations

23. The UN Haiti Cholera Response MPTF is designed to support and allocate resources to Recipient UN Organizations in undertaking specific activities and functions, aligned with the actions of the Strategic Response, as may be amended from time to time, and approved by the Co-Chairs, in consultation with the Advisory Committee. **Recipient UN Organizations** of the Fund include **UN Funds and Programmes, and UN Specialized Agencies**.
24. The Recipient UN Organizations sign a Memorandum of Understanding with Multi-Partner Trust Fund Office (MPTF Office) of the UNDP, serving as Administrative Agent.
25. Each Recipient UN Organization shall assume full programmatic and financial accountability for the funds disbursed to it by the Administrative Agent. Such funds will be administered by each UN Agency, Fund, and Programme in accordance with its own regulations, rules, directives and procedures. Each Recipient UN Organization shall establish a separate ledger account for the receipt and administration of the funds disbursed to it by the Administrative Agent.
26. Indirect costs of the Recipient UN Organizations recovered through programme support costs will be 7%. All other costs incurred by each Recipient UN Organization in carrying out the activities for which it is responsible under the UN Haiti Cholera Response MPTF will be recovered as direct costs.

Fund's Implementing Partners

27. **Implementing Partners**, consisting of **Government institutions and NGOs** ("the Implementing Partners") can receive funding from the Fund through Recipient UN Organizations following the RUNO's rules and procedures.

Administrative Agent

28. The UN Haiti Cholera Response MPTF is administered by the UNDP Multi-Partner Trust Fund Office (MPTF Office).
29. The MPTF Office is responsible for Fund design and set-up, the maintenance of the Fund account, the receipt of donor contributions and the disbursement of funds upon instructions from the Co-Chairs in consultation with the Advisory Committee and provision of periodic consolidated reports. The MPTF Office charges a standard one-time fee of 1% for pass-through services of the UN pooled funds, which will be deducted from the contributions to the UN Haiti Cholera Response MPTF at the time they are deposited.

III. Proposal development and approval

30. The UN Haiti Cholera Response MPTF allocates funds to Recipient UN Organizations based on Organizations' proposals. The Recipient UN Organizations are be invited to submit proposals to the Secretariat. Two project submission processes are possible: Direct submission and Call for proposals.
- Direct submission of projects: Based on AC directives, prioritizations and consultations, the Implementing Agencies may be directly invited to present project proposals to the Secretariat.
 - Calls for proposals: The Secretariat, based on Advisory Committee's decisions, will request implementing entities to submit project proposals. The call will specify the requirements for submitting a proposal.
31. Recipient UN Organizations should submit proposals to the Secretariat.
32. The Fund Secretariat conducts a technical and administrative review of the proposals submitted by Recipient UN Organizations before submission to the Co-Chairs, as further described in the Fund Operational Manual. The Co-Chairs, in consultation with the Advisory Committee then review the vetted proposals and either approve, request further review or reject . Upon approval of a proposal the Advisory Committee Co-Chairs will instruct the UN Haiti Cholera Response MPTF Administrative Agent to disburse the authorized amount to the Recipient UN Organization. The request to transfer funds are signed by one of the Co-Chairs of the Advisory Committee and include all relevant documentation to enable a disbursement. The Administrative Agent disburses the authorized amounts to a Recipient UN Organization within 3 to 5 business days of receiving all the required documentation and instructions from the Co-Chair of the Advisory Committee.
33. The proposal approval process and the timelines of the allocation cycle is described in the Fund Operational Manual.
34. In order to ensure that the operations of the UN Haiti Cholera Response MPTF allow for an adequate and timely response to any emergency need (particularly in the case of Track 1a support), and in particular to minimize the time needed for reviewing requests, the Co-Chairs, in consultation with the Advisory Committee, with the support of the Fund Secretariat and the Administrative Agent, can review its procedures and decide on any amendment deemed necessary to further fast track procedures.

IV. Contributions to the UN Haiti Cholera Response MPTF

35. Contributions to the UN Haiti Cholera Response MPTF may be accepted from Member States, regional bodies, inter-governmental organizations, businesses, foundations and individuals. Contributors are encouraged to provide un-earmarked contributions into the UN Haiti Cholera Response MPTF, which will be programmed by the Co-Chairs in consultation with the Advisory Committee. If due to specific donor preferences the un-earmarked contributions are not feasible, donors may earmark their contributions to a specific Track of the New UN Approach.
36. To contribute to the UN Haiti Cholera Response MPTF, a contributor needs to sign a Standard Administrative Arrangement (SAA) with the Administrative Agent. Contributions to the UN Haiti Cholera Response MPTF may be accepted in fully

convertible currency of unrestricted use. Such contributions will be deposited into the bank account designated by the MPTF Office, as stated in the SAA.

37. The value of a contribution payment, if made in other than US dollars, will be determined by applying the United Nations operational rate of exchange in effect on the date of payment. Gains or losses on currency exchanges will be recorded in the UN Haiti Cholera Response MPTF account established by the Administrative Agent.

V. Monitoring and Reporting

38. To facilitate the monitoring, evaluation and reporting of resources allocated by the Fund, Recipient UN Organizations applying for the UN Haiti Cholera Response MPTF are required to disclose complementary funding received from other sources for the activities supported by the Fund.

39. For each proposal approved for funding from the UN Haiti Cholera Response MPTF, each Recipient UN Organization shall provide the Administrative Agent and/or the Fund secretariat with the following statements and reports prepared in accordance with the accounting and reporting procedures applicable to the Recipient UN Organization concerned.

- (a) Annual Narrative reports to be provided no later than three months (March 31st) after the end of the calendar year;
- (b) Annual financial reports as of 31 December with respect to the funds disbursed to it from the UN Haiti Cholera Response MPTF Account, to be provided no later than four months (April 30th) after the end of the applicable calendar year, to be submitted to the AA;
- (c) Final narrative reports after the end of activities contained in the program-related approved document, including the final year of such activities, to be submitted no more than four months (April 30th) in the following year after the financial closure of the Fund.
- (d) Final certified financial statements and financial reports after the completion of activities contained in the program-related approved document, including the final year of such activities, to be submitted no more than six months (June 30th) in the following year after the financial closure of the Project, to be submitted to the AA.
- (e) Bi-annual narrative reports including informal disbursement and commitment figures, based on the reporting template. The Reporting timelines will be detailed in the fund operational manual.

40. The Secretariat will consolidate the narrative reports and the Administrative Agent the financial reports. The Administrative Agent will submit the consolidated reports to each of the Fund's Contributors and to the Advisory Committee as per the schedule established in the Standard Administrative Arrangements.

41. The Co-Chairs, in consultation with the Advisory Committee may agree upon the provision of additional reporting, including informal disbursement and commitment figures, if deemed necessary for effective resource mobilization and transparency of the UN Haiti Cholera Response MPTF.
42. The MPTF Office maintains, within the MPTF Office Gateway, the UN Haiti Cholera Response MPTF web-site (<http://mptf.undp.org/cholera>), and provides up-to-date programmatic and real-time financial information on contributions received and funds transferred and quarterly updates. The MPTF Office Gateway (<http://mptf.undp.org>) is a web-based service portal, which provides real-time financial data generated directly from UNDP's accounting system. In order to effectively provide fund administration services and facilitate monitoring and reporting to the UN system and its partners, the Gateway provides financial information including: contributor commitments and deposits, approved programme budgets, transfers to and expenditures reported by Participating Organizations, interest income and other expenses.

VI. Duration and modification

43. The UN Haiti Cholera Response MPTF has been established for an initial period through to the official declaration of cholera eradication in Haiti, currently anticipated in 2022, to finance and implement actions described in Paragraph 13 of this TOR. If the Co-Chairs, in consultation with the Advisory Committee, deems necessary to extend the Fund beyond the initial period it can extend the fund through a decision of the Co-Chairs in consultation with the Advisory Committee and the Administrative Agent.
44. The Co-Chairs in consultation with the Advisory Committee are able to modify any of the provisions of these terms of reference in writing or establish complementary agreements.